

Plains Farm Academy
Tudor Grove
Sunderland
Tyne & Wear
SR3 1SU



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Mrs J West
Chief Executive Head Teacher
Miss L Cassidy
Head Teacher

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Monday 14th December 2020

Dear Parents/Carers,

Absence Notification

Over the course of this term we have noticed a marked increase in the number of unauthorised absences recorded due to no contact from parents when a child does not come into school.

We would like to remind parents that they should telephone the school office on 0191 5203109 before 9.30am on the day of their child's first absence to inform school of the reason for their absence. If staff are unable to answer the telephone, please leave a message on the school answering machine explaining why your child will be absent that day.

We understand there may be circumstances when you cannot contact the school by phone. In this instance please email plains.farm@inspiremultiacademytrust.co.uk to provide a reason for your child's absence.

In the current unprecedented times it is even more important we have an explanation of all absences to help protect children and staff.

Thank you for your continued support.

Yours Sincerely,

Miss L Cassidy
Head Teacher



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